

REPORT BY THE  
AUDITOR GENERAL  
OF CALIFORNIA

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**FOLLOW-UP ANALYSIS OF  
DIRECTOR OF GENERAL SERVICES' TRAVEL**

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REPORT BY THE  
OFFICE OF THE AUDITOR GENERAL

F-485

FOLLOW-UP ANALYSIS OF  
DIRECTOR OF GENERAL SERVICES' TRAVEL

DECEMBER 1984



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December 12, 1984

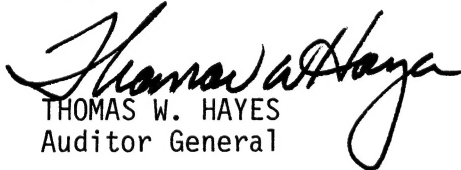
F-485

Honorable Art Agnos, Chairman  
Members, Joint Legislative  
Audit Committee  
State Capitol, Room 3151  
Sacramento, California 95814

Dear Mr. Chairman and Members:

The Office of the Auditor General presents its follow-up report concerning the travel of Mr. William J. Anthony, Director of General Services.

Respectfully submitted,

  
THOMAS W. HAYES  
Auditor General

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## ANALYSIS

### ANALYSIS OF DIRECTOR OF GENERAL SERVICES' TRAVEL

We have conducted a follow-up review of the state travel undertaken by Mr. William J. Anthony, Director of General Services, to determine the extent to which the Department of General Services has rectified the problems we identified in our May 1984 report concerning Mr. Anthony's travel "Analysis of Director of General Services' Travel," (Report F-437). We performed this review as required by the 1984 Budget Act, item 1760-001-666, paragraph 4.

William J. Anthony, Director of General Services, made 27 trips between March 1, 1984, and October 31, 1984. As we defined it in our earlier review, a "trip" is travel that originates and terminates at the headquarters location in Sacramento; a trip may include travel to other locations between the departure from and return to Sacramento. Twenty-five of these trips were to Los Angeles, and on 9 of the 25, Mr. Anthony spent the weekend in the Los Angeles area. On 3 of the 9 weekends in Los Angeles, Mr. Anthony had possession of a state car. All identified travel costs appear reasonable. We could not conclude whether violations of state regulations occurred on 6 of the 27 trips because the necessary information was not available.

In our earlier review, which covered the period from June 1, 1980, through February 29, 1984, we found that Mr. Anthony traveled 169 times between Sacramento and Los Angeles for both the Department of General Services and the Department of Justice, his previous employer. We determined that violations of state regulations occurred in 7 of these trips; we could not conclude whether any violations occurred on 14 other trips because there was insufficient information available.

Attachment A provides the information we obtained from the travel claims that Mr. Anthony filed for the period covered by this review. We analyzed each trip or expense item claimed, and if sufficient support was available, we concluded whether it conformed with the regulations contained in the State Administrative Manual or the Department of Personnel Administration regulations. Attachment B, provided by Mr. Anthony, contains specific details of Mr. Anthony's travel. Attachment C explains the abbreviations used in Attachments A and B. Finally, Attachment D contains a general description of the regulations and other pertinent information applicable to the travel charges listed in Attachment A.

#### Frequency of Travel

Of the 27 trips that Mr. Anthony made, 25 (93 percent) involved travel to Los Angeles; 2 of the 25 required subsequent travel by car to other locations. On 9 of the 25 trips to Los Angeles, Mr. Anthony spent the weekend in the area. Business meetings preceded

the weekend on one occasion, followed the weekend on four occasions, and spanned the weekend on three occasions. The remaining weekend that Mr. Anthony spent in the Los Angeles area followed a bereavement leave.

#### Expenditures Claimed for Travel

Table 1 summarizes the travel expenses that Mr. Anthony claimed for the period of our review.

**TABLE 1**  
**WILLIAM J. ANTHONY**  
**TRAVEL EXPENSES**  
**DEPARTMENT OF GENERAL SERVICES**  
**MARCH 1, 1984 TO OCTOBER 31, 1984**

	<u>Travel to Los Angeles</u>	<u>Other Travel</u>	<u>Non-Travel Expenses</u>	<u>Total</u>
Cost of airfare	\$2,802.00	\$144.00		\$2,946.00
State car charges	585.64			585.64
Per diem	234.00			234.00
Other expenses	<u>60.00</u>	<u>4.25</u>	<u>          </u>	<u>64.25</u>
Total	<u>\$3,681.64</u>	<u>\$148.25</u>	<u>    --    </u>	<u>\$3,829.89</u>
Number of Trips	25	2		27

#### Airfare

We obtained airfare charges from the airline ticket coupons and stubs attached to Mr. Anthony's travel expense claims. Airfare costs totaled \$2,946.00, of which \$2,802.00 was for 25 trips to Los Angeles and \$144.00 for one trip to San Diego.

Except for discrepancies over two dates, all trips reported on the travel claims agreed with the travel indicated on the airline tickets. For a trip from Sacramento to Los Angeles between June 28 and July 2, the airline ticket showed departure from Sacramento on June 29, while the travel expense claim showed June 28. According to Ms. Joanne Rhinehart, Mr. Anthony's secretary, the original departure date was June 29, but it was changed to June 28 to enable Mr. Anthony to meet with the Governor on the next day; the airline ticket was valid for either date. The second exception involved travel between Sacramento and Los Angeles from July 2 to July 9. The return ticket showed a July 5 return date; however, the "5" on the date, which was typewritten, had been crossed out, and a handwritten "9" was substituted in its place. Mr. Anthony took bereavement leave on July 5 and 6 and returned to Sacramento on July 9, after the weekend.

#### State Car Use

From the Department of General Services' Fleet Administration, we obtained billings on 18 of the 24 trips for which Mr. Anthony used a state car in Los Angeles. For all 18 trips, the mileage shown on the Fleet Administration's billings appears reasonable given the activities that Mr. Anthony reported. The charges for Mr. Anthony's use of a state car on these 18 trips totaled \$585.64.



We were unable to obtain billings for 6 of the 24 trips for which Mr. Anthony indicated that he used a state car in Los Angeles. Mr. Anthony made 3 of the 6 trips in October, and billings are not yet available for that month. The other 3 trips were made earlier, but for some reason, they have not been billed.

Mr. Anthony had possession of a state car on three of the nine weekends that he traveled to Los Angeles. The billings of the Department of General Services' Fleet Administration provide mileage records for all three of these weekends. The mileage recorded appears reasonable in relation to the activities that Mr. Anthony reported.

#### Per Diem Subsistence Allowance

Mr. Anthony is entitled to a per diem allowance at the long-term subsistence rate when he travels to Los Angeles, where he maintains a family home. For the period covered by this report, he chose not to claim this allowance because of the questions we raised in our earlier audit regarding the propriety of some of Mr. Anthony's claims for per diem allowance. However, Mr. Anthony did claim per diem allowances totaling \$234.00 for 2 of the 27 trips. He claimed \$66.00 for a trip to Del Mar and \$168.00 for a trip to San Diego.

Mr. Anthony claimed one day's per diem at the short-term rate on a trip to Del Mar, via Los Angeles, for a meeting of the State Race Track Leasing Commission. He also claimed subsistence at the

short-term rate for a designated high-cost area during a trip to San Diego for Board of Control meetings held on October 22 and 23.

#### Other Expenses

Mr. Anthony's other expenses, totaling \$64.25, included carfare, tolls, and parking. Mr. Anthony properly substantiated all items claimed according to the requirements of the State Administrative Manual.

#### Comparison of Current Review With Previous Review of Travel

The 1984 Budget Act directs the Auditor General to conduct a follow-up review of the state travel undertaken by the Director of General Services and to determine the extent to which the problems raised in the Auditor General's May 1984 report have been corrected. As discussed in the preceding sections, we identified no inappropriate claims and no violations of state regulations. Table 2 compares Mr. Anthony's travel during the two periods that we reviewed.

TABLE 2

WILLIAM J. ANTHONY  
DEPARTMENT OF GENERAL SERVICES  
COMPARISON OF TRAVEL DATA  
JANUARY 3, 1983 TO FEBRUARY 29, 1984  
MARCH 1, 1984 TO OCTOBER 31, 1984

	Period of Review	
	01/03/83 - 02/29/83	03/01/84 - 10/31/84
<u>Frequency of Travel</u>		
Number of weeks	60	35
Number of trips	44	27
Average no. trip/week	.73	.77
Number of trips to L.A.	37	25
Percent of total trips to L.A.	84%	93%
Number of trips with weekend spent in L.A.	35	9
Percent of trips to L.A.	95%	36%
Weekends in L.A. with state or rental car	28	3
Percent of trips with weekend in L.A.	80%	33%
<u>Travel Expenses</u>		
<u>To Los Angeles</u>		
Airfare	\$4,147.00	\$2,802.00
Average/trip	\$112.08	\$112.08
State/rental car	2,083.32	585.64*
Average/trip	56.31	23.43
Per diem	2,603.75	234.00
Average/trip	70.37	9.36
Other expenses	61.30	60.00
Average/trip	1.66	2.40
Total travel to L.A.	8,895.37	3,681.64
Average/trip	240.42	147.27
<u>To Other Areas</u>		
Airfare		144.00
Per diem	390.00	
Other expenses	8.05	4.25
Total other travel	398.05	148.25
Total All Travel	\$9,293.42	\$3,829.89
Average/trip	\$211.21	\$141.85
<u>Violation of State Regulations</u>		
Identified	4	0
<u>Insufficient information:</u>		
(1) Lack of billing information	4	6
(2) Mileage used on state car appeared excessive	5	0
(3) Lack of documentation of attendance at Board of Control meeting	2	0

\*Figure incomplete because not all billings for use of state car were available.

As the table shows, there is little change from one period to the other in the relative frequency of Mr. Anthony's travel. Mr. Anthony's travel to Los Angeles increased by 9 percent, but the number of trips to Los Angeles that included a weekend dropped from 95 percent to 36 percent of the trips to Los Angeles. In addition, the number of weekends that Mr. Anthony used a state or rental car while in Los Angeles dropped from 80 percent to 33 percent.

The average travel expense per trip decreased even though the average airfare for each trip showed little change. Charges for using state cars have also decreased, but we cannot determine the extent of the decrease because the billing information is incomplete. Mr. Anthony's claims for per diem expenses dropped dramatically from an average cost of \$70.37 per trip to an average cost of \$9.36 per trip, a decrease of 86.7 percent. The decrease is due, in some measure, to Mr. Anthony's decision not to claim per diem at the long-term subsistence rate to which he is entitled when he travels in Los Angeles. Other expenses, primarily parking fees, show a modest increase. In summary, the average cost for Mr. Anthony's trips to Los Angeles and other areas declined by 33 percent.

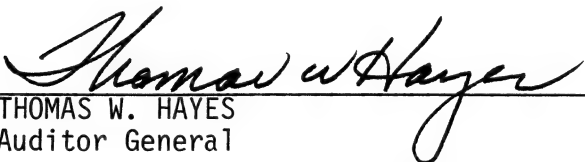
The number of violations of state regulations also declined from four to zero. Instances in which there was insufficient information to determine whether a violation occurred also dropped from eleven to six.

## CONCLUSION

During the period of our review, Mr. William J. Anthony, Director of General Services, made 27 trips for which he filed travel claims. We were unable to determine whether any violation of state regulations occurred on 6 trips because of late billings for the use of state cars. All identified travel costs appear reasonable.

We conducted this review under the authority vested in the Auditor General by Section 10500 et seq. of the California Government Code.

Respectfully submitted,

  
THOMAS W. HAYES  
Auditor General

Date: December 1, 1984

Staff: Sally Filliman, CPA, Audit Manager  
Mary Lee

**SCHEDULE OF TRAVEL COSTS  
WILLIAM J. ANTHONY  
DEPARTMENT OF GENERAL SERVICES**

Departure		Return		Per Diem Claimed		Car Usage		Airfare		Other Expenses Claimed	Identified Costs of Trip	Purpose of Trip	Violation of SAM or California Admin. Code
Date/Route/Flight	Day/Time	Date/Route/Flight	Day/Time	Date	Amount	Type Car/Dates/Miles/Charges	Amount						
04/17/84	Los Angeles	03-22-84 SAC-LA W-124	THUR 1620	04-02-84 LA-SAC W-477	MON 0825	03/22	State 03/22 - 03/28 141 mi. \$89.73	\$ 69.00	--	\$ 227.73	03/23: Attended OLECC meeting 03/26 - 03/28: Board of Control meeting 03/29 - 03/30: Personal time off	No	
04/02													
05/07/84	Sacramento/ Los Angeles	04-06-84 SAC-LA P-584	FRI 1635	04-09-84 LA-SAC P-383	MON 1455	04/06	State 04/09/84 36 mi. \$16.58	69.00	CTP \$ 1.50	163.08	04/06: Meeting in Sacramento to discuss Franchise Tax Board	No	
04/09													
04/09: Meeting with Governor to discuss L.A. office building													
04/17: OLECC meeting at Piper Tech, L.A.													
04/17													
05/01/84	Los Angeles	04-27-84 SAC-LA W-124	FRI 1600	05-01-84 LA-SAC W-709	TUES 1435	05/01	State 05-01-84 40 mi. \$17.10	59.00		76.10	04/30: Personal time off 05/01: OLECC meeting at Piper Tech, L.A.	No	
No charge to State for AF to L.A. as it was made for Mr. Anthony's convenience													
05/11/84	Los Angeles	05-14-84 SAC-LA A-416	MON 1800	05-15-84 LA-SAC W-709	TUES 1435	05/14	State 05/14 - 05/15 72 mi. \$21.52	69.00		159.52	05/15: OLECC meeting at LAPD Academy	No	
05/15													
05/16/84	Los Angeles	05-16-84 SAC-LA P-784	WED 2110	05-17-84 LA-SAC W-709	THUR 1435	05/16	State 05/16 - 05/17 38 mi. \$16.84	74.00	CTP 12.50	172.34	05/17: Represented Governor at Small Business Conference at L.A. Hilton	No	
05/17													
05/18/84	Los Angeles	05-18-84 SAC-LA W-124	FRI 1620	05-23-84 LA-SAC W-411	WED 0825	05/18	State 05/18 - 05/23 26 mi. \$70.68	59.00	CTP 4.00	192.68	05/21 - 05/22: Board of Control meetings 05/22: Office time	No	
05/23													
06/09/84	Los Angeles	06-11-84 SAC-LA A-416	MON 1800	06-13-84 LA-SAC A-421	WED 1630	06/11	State 06/11 - 06/13 75 mi. \$33.55	74.00	--	181.55	06/12: Represented Governor at OLECC; personal time off 06/13: Represented Governor at Merchants Assoc. meeting re: L.A. state building	No	
06/13													
06/14/84	Los Angeles	06-14-84 SAC-LA W-118	THURS 1635	06-18-84 LA-SAC W-411	MON 0745	06/14	State 06/14 - 06/18 50 mi. \$54.10	59.00	--	172.10	06/15: Attended OLECC training exercise at Piper Tech, L.A.; office time 06/17: Represented Governor at function in Hollywood	No	
06/18													

Travel Voucher Date	Location of Travel	Departure		Return		Per Diem Claimed		Car Usage		Airfare		Other Expenses Claimed	Identified Costs of Trip	Purpose of Trip	Violation of SAM or California Admin. Code
		Date/Route/Flight	Day/Time	Date/Route/Flight	Day/Time	Date	Amount	Type Car/ Dates/ Miles/Charges		Amount					
	Los Angeles	06-18-84 SAC-LA A-416	MON 1800	06-20-84 LA-SAC P-183	WED 0745	06/18		State 06/18 - 06/20 43 mi. \$29.39		\$ 94.00		--	\$ 217.39	06/19: Represented Governor at OLECC meeting at Piper Tech, L.A.; personal time	No
						06/20				94.00					
	Los Angeles	06-25-84 SAC-LA A-416	MON 1800	06-26-84 LA-SAC W-195	TUES 1450	06/25		State No billing from Fleet Admin. at 10/25/84		69.00	--		138.00	06/26: Represented Governor at OLECC meeting held at LAPD Academy	a
						06/26				69.00					
	Los Angeles	06-28-84 SAC-LA W-118	THUR 1635	07-02-84 LA-SAC W-411	MON 0730	06/28		Private No charge claimed		59.00	CTP \$ 7.50		125.50	06/29: Meeting with Governor, LAPD Chief, and L.A. County Sheriff re: Olympic security; office time	No
						07/02				59.00					
08/01/84	Los Angeles	07-02-84 SAC-LA P-584	MON 1712	07-09-84 LA-SAC P-189	MON 0735	07/02		State 07/02 - 07/05 49 mi. \$42.07		47.00	CTP	7.50	143.57	07/03: Represented Governor at OLECC meeting at LAPD Academy; interviewed Governor's appointee.	No
						07/09				47.00				07/05 - 07/06: Bereavement leave	
	Los Angeles	07-09-84 SAC-LA P-584	MON 1712	07-10-84 LA-SAC P-389	TUES 1440	07/09		State 07/09 - 07/10 53 mi. \$28.99		47.00			122.99	07/10: Represented Governor at OLECC meeting at Universal City	No
						07/10				47.00					
	Los Angeles	07-16-84 SAC-LA P-782	MON 2115	07-17-84 LA-SAC P-389	TUES 1440	07/16		State 07/16 - 07/17 56 mi. \$19.18		47.00	CTP	3.00	116.18	07/17: Represented Governor at OLECC meeting at Piper Tech, L.A.; meeting at Marina del Rey re: L.A. state office building	No
						07/17				47.00					
	Sacramento	07-20-84 (does not fit our definition of a trip)	FRI	07-20-84	FRI			State Agency monthly rental car			CTP	1.00	1.00	07/20: Meeting of OGP committee at Sacramento Airport	No
	Los Angeles	07-23-84 SAC-LA P-584	MON 1712	07-25-84 LA-SAC P-189	WED 0735	07/23		State 07/23 - 07/25 75 mi. \$33.55		47.00	CTP	6.00	133.55	07/24: Represented Governor at OLECC at Piper Tech, L.A.; meeting re: appointment process; OLECC press conference; Solemn Opening Ceremonies for 23rd Olympiad at L.A. Music Center; OLECC media availability (OSCC) Piper Tech, L.A.	No
						07/25				47.00					
	Los Angeles	07-30-84 SAC-LA P-584	MON 1712	07-31-84 LA-SAC P-389	TUES 1440	07/30		State 07/30 - 07/31 49 mi. \$17.04		47.00			111.04	07/31: Represented Governor at OLECC meeting at Biscailuz Center, L.A.	No
						07/31				47.00					
09/13/84	Los Angeles	08-06-84 SAC-LA P-584	MON 1712	08-07-84 LA-SAC P-389	TUES 1440	08/06		State No billing from Fleet Admin. at 10/25/84		47.00			94.00	08/07: Represented Governor at OLECC meeting at Piper Tech, L.A.	a
						08/07				47.00					

Travel Voucher Date	Location of Travel	Departure		Return		Per Diem Claimed		Car Usage		Airfare	Other Expenses Claimed	Identified Costs of Trip	Purpose of Trip	Violation of SAM or California Admin. Code
		Date/Route/Flight	Day/Time	Date/Route/Flight	Day/Time	Date	Amount	Type Car/ Dates/ Miles/Charges	Amount					
10/01/84	Los Angeles	08-13-84 SAC-LA P-584	MON 1712	08-14-84 LA-SAC P-389	TUES 1440	08/13		State 08/13 - 08/14 44 mi. \$16.47	\$ 47.00			\$ 110.47	08/14: Represented Governor at OLECC meeting at Piper Tech, L.A.	No
						08/14				47.00				
		08-23-84 SAC-LA P-386	THUR 1130	08-29-84 LA-SAC P-189	WED 0735	08/23 08/24	\$ 66.00	Private No mileage claimed	47.00			191.48	08/24: Attended meeting of State Race Track Leasing Commission at Del Mar	No
						08/29		State 08/27 - 08/29 75 mi. \$31.48	47.00				08/27 - 08/28: Chaired Board of Control meeting	
10/01/84	Los Angeles	09-11-84 SAC-LA P-584	TUES 1705	09-12-84 LA-SAC P-389	WED 1530	09/11		State 09/11 - 09/12 62 mi. \$30.01	47.00			124.01	09/12: Appointment with Pasadena Chief of Police re: Chief of Police OCSP; meeting with L.A. City CBA officials	No
						09/12			47.00					
		09-24-84 SAC-LA P-780	MON 0650	09-24-84 LA-SAC P-583	MON 1715	09/24		State No billing from Fleet Admin. at 10-25-84	47.00		CTP \$ 3.00	97.00	09/24: Chaired Board of Control meeting	a
		09-26-84 SAC-SD P-780	WED 0650	09-26-84 SD-SAC P-389	WED 1427	09/26		No car charge	72.00		CTP 3.50	147.50	09/26: Addressed OGS Building Managers Conference	No
						09/26			72.00					
11/02/84	Los Angeles	10-16-84 SAC-LA P-584	TUES 1705	10-18-84 LA-SAC P-189	THUR 0735	10/16		State No billing from Fleet Admin. at 10/25/84	47.00			94.00	10/17: Speaker at Senator Campbell's Small Business Development Conference at the City of Industry.	a
						10/18			47.00					
		10-19-84 SAC-LA P-584	FRI 1705	10-26-84 SF-SAC P-189	FRI 1500 (TEC)	10/19		State No billing from Fleet Admin. at 10-25-84	47.00			262.00	10/22 - 10/23: Chaired Board of Control meeting	a
		10-21-84 LA-SD 1800 (TEC)	SUN 1800 (TEC)			10/22 10/23	86.00 82.00	Private No mileage claimed						No
	San Francisco	10-23-84 SD-LA 1500 (TEC)	TUE 1500 (TEC)	10-24-84 LA-SAC P-189	WED 0735	10/24		Private No mileage claimed	47.00					
		10-26-84 SAC-SF	FRI 0815 (TEC)	10-26-84 SF-SAC	FRI 1500 (TEC)			State Agency monthly rental car			CTP .75	.75	10/26: Meeting in S.F. Governor's Office re: State's procurement procedures	No



Departure		Return		Per Diem Claimed		Car Usage		Airfare		Other Expenses Claimed		Identified Costs of Trip		Purpose of Trip		Violation of SAM or California Admin. Code	
Date/Route/Flight	Day/Time	Date/Route/Flight	Day/Time	Date	Amount	Type Car/ Dates/ Miles/Charges		Amount									
10-29-84 SAC-LA p-584	MON 1705	10-31-84 LA-SAC p-189	WED 0740	10/29		State No billing from Fleet Admin at 10/25/84		\$ 46.00		CTP \$ 4.00	\$ 96.00			10/30: Testified at Little Hoover Commission re: telecommunications; office time		a	
				10/31				46.00									

a Insufficient information - Billings from Fleet Administration not available.

NOTE: See Attachment C for abbreviations used in this schedule.

**SUPPLEMENTAL TRAVEL INFORMATION  
PROVIDED BY WILLIAM J. ANTHONY**

Date of Travel	Location	Stated Purpose of Trip	Names of Persons Contacted	Nature of Business	Meeting Site	Date	Time	Duration
03/22/84	SACTO/LA	OLECC meeting*	OLECC members, various	Olympic security Office time	Piper Tech, LA 600 S. Commonwealth, LA	03/23/84 03/23/84	10:00 am 1:00 pm	2 hrs 3½ hrs
No Per Diem Claimed For Above Travel								
03/26/84	LA	B/C meeting**	B/C members and public	B/C meeting chairman	107 S. Broadway, LA	03/26/84	8:30 am- 4:30 pm	7 hrs
03/27/84	LA	B/C meeting	B/C members and public	B/C meeting chairman	107 S. Broadway, LA	03/27/84	8:30 am- 2:30 pm	6 hrs
03/28/84	LA	B/C meeting	B/C members and public	B/C meeting chairman	107 S. Broadway, LA	03/28/84	8:30 am- 3:45 pm	7 hrs, 15 min
No Per Diem Claimed For Above Travel								
03/29/84 and 03/30/84 Personal time off								
04/02/84	LA/SACTO	Return to HQ, Lv LAX 8:25 am; Arr Sacto 9:40 am						
04/06/84								
	SACTO/LA	Monday am meeting with Governor Lv Sacto 6:00 pm; Arr LA 7:00 pm	Governor and Chief of Staff	Discuss proposed LA office building and office time	600 S. Commonwealth, LA	04/09/84	8:30 am- 2:00 pm	5½ hrs
04/09/84	LA/SACTO	Return to HQ, Lv LAX 2:55 pm; Arr Sacto 4:05 pm						
No Per Diem Claimed For Above Travel								
04/16/84	SACTO/LA	OLECC meeting Lv Sacto 6:00 pm; Arr LA 7:00 pm	OLECC members, various	Olympic security	Piper Tech, LA	04/17/84	10:00 am- 11:00 am	1 hr + travel
04/17/84	LA/SACTO	Return to HQ, Lv LAX 2:35 pm; Arr Sacto 3:45 pm						
No Per Diem Claimed For Above Travel								

\*OLECC - Olympic Law Enforcement Coordinating Council  
\*\*B/C - Board of Control

Date of Travel	Location	Stated Purpose of Trip	Names of Persons Contacted	Nature of Business	Meeting Site	Date	Time	Duration
05/01/84	LA	OLECC meeting	OLECC members, various	Olympic security	Piper Tech, LA	05/01/84	10:00 am- 11:30 am	1½ hrs + travel
05/01/84	LA/SACTO	Return to HQ, Lv LAX 2:35 pm; Arr Sacto 3:45 pm						
No Per Diem Claimed For Above Travel								
05/14/84	SACTO/LA	OLECC meeting Lv Sacto 6:00 pm; Arr LAX 7:00 pm	OLECC members, various	Olympic security	LAPD Academy	05/15/84	10:00 am- 1:00 pm	3 hrs + travel
05/15/84	LA/SACTO	Return to HQ, Lv LAX 2:35 pm; Arr Sacto 3:45 pm						
No Per Diem Claimed For Above Travel								
05/16/84	SACTO/LA	Attend Small Business Conf. Lv Sacto 9:10 pm, Arr LAX 10:15 pm	Numerous	Gave speech to attendees	LA Hilton	05/17/84	9:00 am- 12:00 pm	3 hrs + travel
05/17/84	LA/SACTO	Return to HQ, Lv LAX 2:35 pm; Arr Sacto 3:45 pm						
No Per Diem Claimed For Above Travel								
05/18/84	SACTO/LA	B/C meeting; Lv Sacto 4:20 pm; Arr LAX 5:40 pm	B/C members and public	B/C meeting chairman	107 S. Broadway, LA	05/21/84	10:00 am- 3:45 pm	5 hrs, 45 min + travel
05/19 & 05/20 -- Saturday & Sunday								
05/22/84	LA	B/C meeting	B/C members and public	B/C meeting chairman	107 S. Broadway, LA	05/22/84	9:30 am- 12:30 pm	3 hrs + travel
05/23/84	LA/SACTO	Return to HQ, Lv LAX 8:25 am; Arr Sacto 9:40 am		Office time	600 S. Commonwealth, LA		2:00 pm- 4:00 pm	2 hrs + travel
No Per Diem Claimed For Above Travel								
06/11/84	SACTO/LA	OLECC meeting Lv Sacto 6:00 pm, Arr LAX 7:00 pm	OLECC members	Olympic security	LAPD Academy	06/12/84	10:00 am- 11:30 am	1½ hrs + travel
06/12/84	1:00 pm - 5:00 pm	-- Personal Time Off						
06/13/84	LA	Meeting re: Proposed LA state office bldg.	Mr. Irwin and Spring Street Merchants Assn.	Discuss proposed LA state office bldg.	528 S. Spring St.	06/13/84	8:30 am- 2:00 pm	5½ hrs + travel

Date of Travel	Location	Stated Purpose of Trip	Names of Persons Contacted	Nature of Business	Meeting Site	Date	Time	Duration
06/13/84	LA/SACTO	Return to HQ, Lv LAX 4:30 pm; Arr Sacto 5:45 pm						
No Per Diem Claimed For Above Travel								
06/14/84	SACTO/LA	OLECC Training Exercise Lv Sacto 6:00 pm; Arr LAX 7:00 pm	OLECC members and other law enforcement personnel	Observed test of Olympic security coordination	Piper Tech, LA	06/15/84	9:00 am- 4:00 pm	7 hrs + travel
06/16 & 06/17 -- Saturday & Sunday								
06/18/84	LA/SACTO	Return to HQ, Lv LAX 7:45 am; Arr Sacto 8:50 am						
No Per Diem Claimed For Above Travel								
06/18/84	SACTO/LA	OLECC meeting Lv Sacto 6:00 pm, Arr LAX 7:00 pm	OLECC members	Olympic security	Piper Tech, LA	06/19/84	10:00 am- 11:30 am	1 1/2 hrs + travel
06/19/84	1:00 pm - 5:00 pm -- Personal Time Off							
06/20/84	LA/SACTO	Return to HQ, Lv LAX 10:45 am; Arr Sacto 11:50 am (earlier flight cancelled by airline)						
No Per Diem Claimed For Above Travel								
06/25/84	SACTO/LA	OLECC meeting Lv Sacto 6:00 pm; Arr LAX 7:00 pm	OLECC members	Olympic security	LAPD Academy	06/26/84	10:00 am- 12:00 pm	2 hrs + travel
06/25/84	LA/SACTO	Return to HQ, Lv LAX 2:50 pm; Arr Sacto 4:00 pm						
No Per Diem Claimed For Above Travel								
06/28/84	SACTO/LA	Meet with Governor Lv Sacto 4:35 pm; Arr LAX 5:40 pm	Governor, Sheriff Block and Chief Gates	Olympic security and office time	600 S. Commonwealth, LA	06/29/84	8:30 am- 4:00 pm	7 1/2 hrs + travel
06/30 & 07/01 -- Saturday & Sunday								
07/02/84	LA/SACTO	Return to HQ, Lv LAX 7:30 am; Arr Sacto 8:45 am						
No Per Diem Claimed For Above Travel								

Date of Travel	Location	Stated Purpose of Trip	Names of Persons Contacted	Nature of Business	Meeting Site	Date	Time	Duration
07/02/84	SACTO/LA	OLECC Lv Sacto 5:12 pm; Arr LAX 6:25 pm	OLECC members	Olympic security;	Piper Tech, LA	07/03/84	10:00 am	1½ hrs + travel
			G. Henderson	9-1-1 update	600 S. Commonwealth, LA		12:00 pm	1½ hrs
		Meeting with JPA member	Milan Smith	JPA-LA state bldg.	600 S. Commonwealth, LA		1:30 pm	1½ hrs
No Per Diem Claimed For Above Travel								
07/04/84 -- Holiday								
07/05 & 07/06 -- Bereavement leave for death of father								
07/07 & 07/08 -- Saturday & Sunday								
07/09/84	LA/SACTO	Return to HQ, Lv LAX 7:35 am; Arr Sacto 8:45 am						
07/09/84	SACTO/LA	OLECC meeting Lv Sacto 5:12 pm, Arr LAX 6:25 pm	OLECC members	Olympic security	Universal City	07/10/84	10:00 am	2 hrs + travel
07/10/84	LA/SACTO	Return to HQ, Lv LAX 2:40 pm; Arr Sacto 3:45 pm						
No Per Diem Claimed For Above Travel								
07/16/84	SACTO/LA	OLECC meeting Lv Sacto 9:15 pm; Arr LAX 10:30 pm	OLECC members	Olympic security	Piper Tech, LA	07/16/84	10:00 am	1 hr + travel
07/16/84	LA	Meeting with JPA member re: LA state bldg	Milan Smith, Jerry Epstein	Discuss proposed LA state office bldg.	Marina del Rey	07/16/84	11:30 am	2 hrs
07/17/84	LA/SACTO	Return to HQ, Lv LAX 2:40 pm; Arr Sacto 3:45 pm						
No Per Diem Claimed For Above Travel								
07/23/84	SACTO/LA	Lv Sacto 5:12 pm; Arr LAX 5:45 pm						
		OLECC meeting	OLECC members	Olympic security	Piper Tech, LA	07/24/84	10:00 am	1½ hrs + travel
		Meeting with citizen	Tom Ioneragan	Explain appt. process	600 S. Commonwealth, LA	07/24/84	1:30 pm	1 hr + travel

Date of Travel	Location	Stated Purpose of Trip	Names of Persons Contacted	Nature of Business	Meeting Site	Date	Time	Duration
07/23/84		OLECC Press Conference	OLECC members & press	Explain Olympic security	Olympic HQ, LA Convention Center	07/24/84	3:45 pm	1 1/2 hrs + travel
		OLECC function	OLECC members	Solemn Opening Olympic Ceremony	LA Music Center	07/24/84	5:30 pm	1 1/2 hrs + travel
07/25/84	LA/SACTO	Return to HQ, Lv LAX 8:35 am; Arr Sacto 9:45 am	OLECC members & press	Tour Olympic Security Center	Piper Tech, LA	07/24/84	7:00 pm	1 hr + travel
<u>No Per Diem Claimed For Above Travel</u>								
07/30/84	SACTO/LA	Lv Sacto 5:12 pm; Arr LAX 6:25 pm						
07/31/84	LA	OLECC meeting	OLECC members	Olympic security	1060 N Eastern Ave., (B.C.)	07/31/84	11:00 am	2 hrs, 15 min + travel
07/31/84	LA/SACTO	Return to HQ, Lv LAX 2:40 pm; Arr Sacto 3:45 pm						
<u>No Per Diem Claimed For Above Travel</u>								
08/06/84	SACTO/LA	Lv Sacto 5:12 pm; Arr LAX 6:25 pm						
08/07/84	LA	OLECC meeting	OLECC members	Olympic security	Piper Tech, LA	08/07/84	10:00 am	1 1/2 hrs + travel
08/07/84	LA/SACTO	Return to HQ, Lv LAX 2:40 pm; Arr Sacto 3:45 pm						
<u>No Per Diem Claimed For Above Travel</u>								
08/13/84	SACTO/LA	Lv Sacto 5:12 pm; Arr LAX 6:25 pm						
08/14/84	LA	OLECC meeting	OLECC members	Olympic security review	Piper Tech, LA	08/14/84	10:00 am	1 1/2 hrs + travel
08/14/84	LA/SACTO	Return to HQ, Lv LAX 2:40 pm; Arr Sacto 3:45 pm						
<u>No Per Diem Claimed For Above Travel</u>								
08/23/84	SACTO/LA	Lv Sacto 11:30 am; Arr LAX 12:45 pm						
08/23/84		Afternoon--drive personal car from LA to Del Mar		No mileage claimed				

Date of Travel	Location	Stated Purpose of Trip	Names of Persons Contacted	Nature of Business	Meeting Site	Date	Time	Duration
08/24/84	Del Mar	State Race Track Leasing Commission meeting	Commission members and the public	Approved lease of state property	Del Mar	08/24/84	10:00 am-5:00 pm	7 hrs
08/25 & 08/26 -- Saturday & Sunday								
08/27/84	LA	B/C meeting	B/C members and public	B/C meeting chairman	107 S. Broadway, LA	08/27/84	10:00 am	4 hrs + travel
08/28/84	LA	B/C meeting	B/C members and public	B/C meeting chairman	107 S. Broadway, LA	08/28/84	9:30 am	5 hrs, 45 min + travel
08/29/84	LA/SACTO	Return to HQ, Lv LAX 7:35 am; Arr Sacto 8:45 am						
No Per Diem Claimed For Above Travel								
09/11/84	SACTO/LA	Lv Sacto 5:05 pm; Arr LAX 6:20 pm						
09/12/84	LA	Discuss appt.	Chief McGowan	Discuss appt. to OCSP	Pasadena PD	09/12/84	8:30 am	1 hr + travel
	LA	Discuss proposed LA state office bldg	Members LA City CRA	Discuss LA state office bldg. and prison sites	4th & Spring St., LA	09/12/84	11:30 am	1 hr + travel
	LA/SACTO	Return to HQ via PSA; Arr Sacto 5:45 pm						
No Per Diem Claimed For Above Travel								
09/24/84	SACTO/LA & return	B/C meeting Lv Sacto 6:50 am; Arr LAX 8:00 am; Lv LAX Return to HQ; Arr Sacto 6:30 pm	B/C members & public	Chaired B/C meeting	107 S. Broadway, LA	09/24/84	10:00 am	5 hrs, 45 min + travel
No Per Diem Claimed For Above Travel								
09/26/84	SACTO/San Diego & return	Speak at Bldg. Mgrs. Conf. Lv Sacto 6:50 am; Arr S.Diego 9:10 am; Lv S.Diego Return to HQ; Arr Sacto 5:00 pm	Bldg. Mgrs., employees of DGS	Informational Conference	San Diego Hotel	09/26/84	11:00 am	1 hr + travel
No Per Diem Claimed For Above Travel								
10/16/84	SACTO/LA	Lv Sacto 5:05 pm; Arr LAX 6:17 pm						
10/17/84	LA County	Speak at Small Business Conference	Senator Campbell & public	Small Business Conference	City of Industry, Industry Hills	10/17/84	7:30 am-5:00 pm	8 hrs + travel

Date of Travel	Location	Stated Purpose of Trip	Names of Persons Contacted	Nature of Business	Meeting Site	Date	Time	Duration
10/18/84	LA/SACTO	Return to HQ, Lv LAX 7:35 am; Arr Sacto 8:45 am						
No Per Diem Claimed For Above Travel								
10/19/84	SACTO/LA	Lv Sacto 5:05 pm; Arr LAX 6:17 pm						
10/20/84		Off Duty (Saturday)		No private car mileage claimed				
10/21/84	LA/San Diego	Arr 6:00 pm						
10/22/84	San Diego	B/C meeting	B/C members & public	Chaired B/C meeting	San Diego state office bldg.	10/22/84	10:00 am- 11:30 am	1 1/2 hrs
10/23/84	San Diego	B/C meeting	B/C members & public	Chaired B/C meeting	San Diego state office bldg.	10/23/84	9:30 am- 11:30 am	2 hrs
10/23/84	San Diego/ LA	Arr 3:00 pm		No private car mileage claimed				
10/24/84	LA/SACTO	Return to HQ, Lv LAX 7:35 am; Arr Sacto 8:45 am						
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10/26/84	SACTO/San Francisco	Meeting with vendor	Mr. Scholey	Discuss state procurement process	San Francisco state office bldg.	10/26/84	8:15 am- 3:00 pm	3 hrs + travel
No Per Diem Claimed For Above Travel								
10/29/84	SACTO/LA	Lv Sacto 5:05 pm; Arr LAX 6:17 pm						
10/30/84	LA	Attend Little Hoover Commission meeting	Little Hoover Commission members	Discuss telecommunications	107 S. Broadway, LA	10/30/84	9:30 am- 1:00 pm	3 1/2 hrs + travel
10/30/84	LA	Office time & 9-1-1 coordinator discussion	Office staff members	Office time	600 S. Commonwealth, LA	10/30/84	2:30 pm- 4:30 pm	2 hrs
10/31/84	LA/SACTO	Return to HQ, Lv LAX 7:40 am; Arr Sacto 9:00 am						
No Per Diem Claimed For Above Travel								

Note: See Attachment C for abbreviations used in this schedule.



ABBREVIATIONS USED IN ATTACHMENTS A AND B

Airlines

A - Air California  
P - Pacific Southwest Airlines  
W - Western Airlines

Other Agencies and Locations

B/C - Board of Control  
B.C. - Biscailuz Center  
CRA - Community Redevelopment Agency  
JPA - Joint Powers Authority  
LAPD - Los Angeles Police Department  
LAX - Los Angeles Executive Airport  
OCJP - Office of Criminal Justice Planning  
OCSP - Office of California State Police  
OLECC - Olympic Law Enforcement Coordinating Committee  
OSCC - Olympic Security Command Center  
SMF - Sacramento Metropolitan Facility (Airport)

Other Claim Items and Miscellaneous

AF - Airfare paid by claimant  
CTP - Carfare, tolls, parking  
TEC - Travel expense claim

**GENERAL DESCRIPTION OF THE REGULATIONS  
AND OTHER PERTINENT INFORMATION  
APPLICABLE TO THE TRAVEL CHARGES**

1. Per diem subsistence allowance

- a) Short-term rate - for travel for more than one 24-hour period and less than 31 consecutive days.

	<u>03/01/84 - 08/19/84</u>		<u>08/20/84 - 10/31/84</u>	
	<u>Statewide</u>	<u>High Cost</u>	<u>Statewide</u>	<u>High Cost</u>
Lodging	\$35.00	\$43.00	\$39.00	\$55.00
Breakfast	4.00	4.00	4.00	5.00
Lunch	7.25	7.25	7.00	8.00
Dinner	12.00	12.00	12.00	14.00
Incidental/ Supplement	<u>3.75</u>	<u>3.75</u>	<u>4.00</u>	<u>4.00</u>
Total for each 24 hours	<u>\$62.00</u>	<u>\$70.00</u>	<u>\$66.00</u>	<u>\$86.00</u>

For travel involving the last fractional part of a period of travel of more than 24 hours the authorized allowances for meals or lodging are as follows:

- (1) Travel extends past 9:00 a.m. -- breakfast may be claimed.

(2) Travel extends past 7:00 p.m. -- dinner may be claimed.

(3) Travel extends overnight -- lodging may be claimed.

- b) Long-term, Subsistence rate - for travel of more than 30 consecutive days and for employees, such as Mr. Anthony, who maintain a second residence away from headquarters.

	<u>03/01/84 - 08/19/84</u>	<u>08/20/84 - 10/31/84</u>
Less than 12 hours	\$20.00	\$21.00
12-24 hours	\$39.00	\$41.00

2. State car - for compact/subcompact.

	<u>03/01/84 - 06/30/84</u>	<u>07/01/84 - 10/31/84</u>
Daily rate	\$11.90	\$11.50
Plus mileage rate	\$ 0.13/mi.	\$ 0.113/mi.

3. Airfare - obtained from copies of airline coupons, tickets, or ticket stubs.

4. Other expenses - obtained from receipts submitted with travel claims or from the travel claim itself.



## State and Consumer Services Agency

OFFICE OF THE SECRETARY  
915 Capitol Mall, Suite 200  
Sacramento, CA 95814

(916) 323-9493  
TDD: (916) 323-6975

November 29, 1984

Thomas W. Hayes, Auditor General  
660 J Street, Suite 300  
Sacramento, CA 95814

Dear Mr. Hayes:

Follow-up Review of W. J. Anthony's Travel Expenses (F-485)

I am pleased that you found Mr. Anthony's travel expenses to be reasonable, and that there were no violations of state regulations.

Your report indicates that Mr. Anthony chose not to claim per diem allowances while at his family home in Los Angeles because of the questions raised in your previous audit. This is incorrect. Mr. Anthony did not claim per diem while at his family home in Los Angeles because it is the Administration's policy that such reimbursement not be claimed by gubernatorial appointees who maintain two residences.

The internal audit section of the Department of General Services will review the six state car billings which have not yet been processed and which you referenced in your conclusion. The results of this review will be forwarded as soon as they become available.

Additionally, your report mentioned a decrease in the number of Mr. Anthony's trips to Los Angeles which spanned weekends. This decrease was caused by the Olympic Law Enforcement Coordinating Council, of which Mr. Anthony was a member, changing its regular meeting day from Fridays to Tuesdays; thus, thirteen weekend-associated trips were moved to the middle of the week.

Sincerely,

A handwritten signature in cursive script, reading "Shirley R. Chilton".

SHIRLEY R. CHILTON  
Secretary of the Agency

cc: W. J. Anthony

SCS-1

DEPARTMENTS AND PROGRAMS OF THE AGENCY

Building Standards Commission • Consumer Affairs • Fair Employment & Housing • Fire Marshal  
Franchise Tax Board • General Services • Museum of Science & Industry • Personnel Board  
Public Broadcasting Commission • Public Employees' Retirement System  
Statewide Compliance Coordination • Teachers' Retirement System • Veterans Affairs

cc: Members of the Legislature  
Office of the Governor  
Office of the Lieutenant Governor  
State Controller  
Legislative Analyst  
Assembly Office of Research  
Senate Office of Research  
Assembly Majority/Minority Consultants  
Senate Majority/Minority Consultants  
Capitol Press Corps